

Commonwealth of KY
PCard
Cardholder Usage Agreement

Your participation in the Visa Purchasing Card Program is a convenience that carries responsibilities. Although the card is issued in your name, it should be considered state property and should be used with good judgment. Your signature below verifies that you understand the Visa Purchasing Program guidelines outlined below and agree to comply with them.

1. The Visa Purchasing Card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
2. You are the only person entitled to use the card and are responsible for all charges made against the card. The card is for business-related purchases only; personal charges are not to be made to the card.
3. You should understand that improper use of this procurement card may result in disciplinary action, up to and including termination. You should also understand the reason for the issuance of this procurement card, and accept responsibility for ensuring the compliance with 200 KAR 5:021.
4. Cardholders are expected to comply with internal control procedures of their agency and policies and procedures of the Finance and Administration Cabinet. This includes turning receipts into Program Administrator, entering purpose and description via the PaymentNet website for each transaction and submitting for approval.
5. Electronically signing (i.e. submitting transaction for approval) via the PaymentNet website certifies that all purchases listed were for goods and/or services received by the Commonwealth and for the use and benefit of the Commonwealth.
6. Cardholders are responsible for reconciling their Visa Purchasing Card monthly statement and resolving any discrepancies by contacting the supplier first and then the bank.
7. A lost or stolen card should be reported immediately by telephone to JPMorgan Chase.
8. A cardholder must surrender the card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.
9. By signing below I acknowledge receiving a copy of the Finance and Administration Cabinet's policies and procedures for procurement cards. I have also received training on cardholder responsibilities from my agency.
10. By signing below I certify that all purchases will be for the use of the Commonwealth and not for personal use. Each item will be approved prior to purchase. Merchant receipts and documentation to support charges will be sent to my agency's program administrator.

Cardholder Signature

Date

Program Administrator Signature

Date

Cardholder Printed Name

Program Administrator Printed Name